

## Guidelines to Assist Supervisors in the Nomination of APT Employees For Performance Awards (PA)

### Does Employee Meet Eligibility Criteria?

- Must have been in position on October 31
- Must have worked at least six (6) months in position being nominated for (hired on or before May 1<sup>st</sup>)
- Must have received an overall “Exceptional” performance rating in the current evaluation period.
- Must have been nominated by the supervisor.

### Performance Award (PA) Nomination:

Definition: A discretionary award to an employee whose performance consistently exceeds performance expectations for the current evaluation period. Award paid as a lump sum stipend and is a 2%, 4%, 6% or 8% award.

Supervisors nominate eligible employees who have demonstrated significant accomplishments and/or exceptional service, attitude or effort during the evaluation period. The performance award is based solely on information provided in the nomination; no additional information/clarification is requested by the approving authority from the supervisor, Dean/Director, program, etc.

Performance Award nominations are submitted via the on-line Special Compensation Adjustment (SCA) System. Supervisors recommend the performance award amount and provide detailed justification to support the nomination. The nomination shall include the following:

1. Examples of Exceptional Performance
  - a. Major projects/accomplishments completed
  - b. Nominee’s role and responsibilities in completing the project/assignment
  - c. Outstanding service, attitude or effort
  - d. Improvement in quality of work
  - e. Increase in quantity of work

2. Project/work impact and/or benefits to the University
  - a. Significant cost savings
  - b. Level of efficiency
  - c. High visibility
  - d. Revenue producing
3. Start and end dates of the assigned projects/tasks, if applicable
4. Other factors for background information, if relevant
  - a. Short-staffed
  - b. Emergency work
  - c. Paid overtime
  - d. On temporary assignment